

OSSTF TALLY SHEET



INSTRUCTIONS: Using the legend to the lower right, write the appropriate letter(s) corresponding to the type of assignment in the correct month and day. It is imperative you keep track of these assignments. **APA limits** (supervision, on-call, student/teacher mentoring) are:

Periods assigned in year (FTE)	# APA half-periods (37.5 minute) in Non-MSIP School per year	# APA half-periods (30 minute) in MSIP School per year
6 of 6 (1.00)	42 (of which max 25 on-calls)	52 (of which max 31 on-calls)
5 of 6 (0.83)	34 (of which max 20 on-calls)	43 (of which max 25 on-calls)
4 of 6 (0.67)	28 (of which max 16 on-calls)	34 (of which max 20 on-calls)
3 of 6 (0.50)	21 (of which max 12 on-calls)	26 (of which max 15 on-calls)
2 of 6 (0.33)	13 (of which max 7 on-calls)	17 (of which max 10 on-calls)
1 of 6 (0.17)	7 (of which max 4 on-calls)	8 (of which max 4 on-calls)

2011-2012 SCHOOL YEAR CALENDAR

MSIP limits are:

# of 60-minute periods assigned in a semester (not including MSIP period assignment)	Additional # of 60-minute periods assigned to MSIP periods in that semester
3	67.5
2	45
1	22.5

Legend :

- (S) half-period of supervision
- (C) half-period of on-call
- (M) half-period of mentoring
- (P) MSIP period assigned

SEPTEMBER 2011				
M	T	W	T	F
			1 PA	2 H
5 H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2011				
M	T	W	T	F
3	4	5	6	7
10 H	11	12	13	14
17	18	19	20	21
24	25	26	27	28 PA
31				

NOVEMBER 2011				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 2011				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26 H	27 H	28 H	29 H	30 H

JANUARY 2012				
M	T	W	T	F
2 H	3 H	4 H	5 H	6 H
9	10	11	12	13
16	17	18	19	20
23	24	25	26 E	27 E
30 E	31 E			

FEBRUARY 2012				
M	T	W	T	F
		1 E	2 PA	3 PA
6	7	8	9	10
13	14	15	16	17
20 H	21	22	23	24
27	28	29	Sem 2 Feb 2 - Jun 28	

MARCH 2012				
M	T	W	T	F
			1	2
5	6	7	8	9
12 H	13 H	14 H	15 H	16 H
19	20	21	22	23
26	27	28	29	30

APRIL 2012				
M	T	W	T	F
2	3	4	5	6 H
9 H	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MAY 2012				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21 H	22	23	24	25 PA
28	29	30	31	

JUNE 2012				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20 E	21 E	22 E
25 E	26 E	27 PA	28 PA	29

JULY 2012				
M	T	W	T	F
2 H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST 2012				
M	T	W	T	F
		1	2	3
6 H	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Class Caps

- Class caps apply to all classes. There are no exceptions. This includes TR Leger along with their cap language.
- Class caps take effect on the 12th working day of the semester. Exception: all On-Line courses, all TR Leger (alternative or adult education) sections take effect on the 1st day of the semester
- All teachers must be vigilant to ensure that caps are not pierced.
- Class caps include: students enrolled on your class register, integrated students, students on co-op placement, students auditing your course, etc.

Assigned Duties (Workload Obligations)

- Every full-time teacher is assigned 6 of 8 in the school year (part-time teachers prorated).

MSIP schools (see reverse side for maximum number of MSIP periods assigned):

- A teacher assigned to a non-credit course (such as Guidance, Library, Spec Ed etc.) in a semester may be assigned, in lieu of MSIP periods, the additional 22.5, 60-minute periods within the same non-credit course assignment in that same semester. The teacher shall be advised prior to the beginning of the semester.
 - A teacher shall not be assigned more than one MSIP period per day
 - MSIP classes capped at **31** students
- **In addition**, all teachers may be assigned Alternative Professional Assignments (APA – see reverse side for maximum number of APA assignments)
 - APA shall be comprised of a combination of student mentorship, teacher mentorship, on-calls, and student supervision (which include study hall, lunch duty, Computer Site Administration, bus supervision, and/or other supervision of students).
 - APAs are pro-rated for part-time teachers.
 - All such supervision assignments will be distributed equitably amongst teachers.
 - A teacher shall not be assigned more than 1 half period of supervision, or on-call in a day or more than 2 half periods in one week. On mutual agreement between the teacher and the principal, a teacher may be assigned two (2) half periods of on-call, or a half period of supervision with a half period on call, in one day
 - APAs are exclusive of the daily 5-minute home form.
 - APAs shall be assigned within the school day

Unassigned Time (includes Preparation time), Lunch, and other

- Teachers shall not be assigned duties during the instructional day, other than those outlined above (**full-time teachers: 6 classes + APA + MSIP**). Time during the instructional day not assigned shall be used by the Teacher for preparation, marking and related professional duties.
- Time not assigned shall not be less than 4 periods per a 5 day work week
- Entitled to at least a daily, 40-minute consecutive, non-interrupted lunch between the hours of...
 - 10:00 a.m. to 1:30 p.m. in schools where the first instructional period normally begins prior to 8:30 a.m.,
 - 10.30 a.m. and 2:00 p.m. otherwise
- Cannot be assigned more than 225 consecutive minutes without a break of a minimum of 10 consecutive minutes.
- No teacher shall be assigned more than 3 of 6 periods of assignment in one semester (MSIP period not counted).
- Periods shall not exceed 75 minutes on average per day. Extra-curricular activities are voluntary
- OSSTF members assigned workload below the grade 9 level shall be required to provide consent, in writing, prior to beginning of the assignment, annually.
- Principal shall limit the number of half-credit assignments to two (2) per year and consider the preference of the teacher with respect to a half-credit assignment. Upon consent, in writing, a teacher may accept more than two (2) half-credit assignments per year.
- Principal shall make every reasonable effort to limit a teacher's assignment of multilevel, multi-grade or multi-subject courses to one per year.